Newport Borough Municipal Authority

101 Mulberry Street

Newport, Pa 17074

March 24, 2022 Meeting Minutes

Chairman James Sharar called the meeting to order at 7:00 P.M.

Present:

James Sharar, Chairman

Carl Roush, Vice Chairman

Timothy Seiber, Treasurer

Jacob Zentichko, Secretary

Kayla Smith, Board Member

Christopher Burkholder, WWTP Operator

Pat Bowers, Recording Secretary

Shawn Downey, Larson Design Group, via Zoom

Kevin Jacobs, Glace Engineering

Frank Campbell, HTMA

Penny Frownfelter, Newport Borough Council, via Zoom

**Public Comment** – Frank Campbell (HTMA) reported Solicitor Jones is concerned about doing a lump sum payment, the big payment. He will check with Adam to make sure it is ok to do. Tim Seiber commented the agreement is with us. Howe can do what they want. Tim commented keep us updated. Frank reported they are trying to figure out how much they have left so they can figure out how to pay the overage Capital payment to NBMA. Tim Seiber commented we need a decent answer before meeting with the auditors. That will be late April till they get to him.

**Approval of Minutes** – Carl Roush moved, seconded by Kayla Smith to approve the February 24, 2022 Regular and the March 9, 2022 Mid Month Meeting Minutes as drafted. Motion carried unanimously.

**Approval of Bills** – Orrstown O & M Account balance March 1, 2022 was $17,790.09. 3/2/22 payment of Check # 2484 to Wex Bank for February Vehicle Fuel in the amount of $150.91. 3/2/22 Deposit OTMA 4th Qtr. 2021 O & M Reimbursement in the amount of $13,222.37. 3/9/22 Payment of Check #’s 2485 to 2489 in the amount of $5,003.54. Those payments were approved at the March 9, 2022 Mid Month Meeting. 3/17/22 Deposit of February 2022 Sewer User Fees in the amount of $46,381.15. Outstanding invoices presented for payment in the amount of $6,584.34. Request authorization to transfer $11,460 to the Debt Service Account for the February 2022 Transfer and request authorization to transfer $5,775 to the Orrstown General Fund Account for the February 2022 Transfer will leave a balance of $48,419.82. Attached to the Financial Report is a copy of the Balance Sheet to date and a copy of the 2022 Budget to date. Water Authority owes for March 2022 only. The following Water Reports were attached to the Financial Report; (1) Copy of Aging Report through February 28, 2022, (2) Reconciliation Report for February 28, 2022 and (3) Monthly Review Report for February 28, 2022. Orrstown General Fund Account balance March 1, 2022 was $10,141.18. 3/9/22 Check #1375 to Orrstown QuickBooks Account in the amount of $1,080 to replenish QuickBooks Account. Outstanding bills presented for payment of $9,989.60 will leave a balance of -928.42. Deposit of the February 2022 Transfer in the amount of $5,775 will leave a balance of $4,846.58. The checks for General Fund Bills would not be sent until the February 2022 Transfer is done.

* Carl Roush moved, seconded by Jacob Zentichko to pay the outstanding bills totaling $6,584.34 from the Orrstown O & M Account. Motion carried unanimously.
* Kayla Smith moved, seconded by Jacob Zentichko to pay the outstanding bills presented for payment in the amount of $9,989.60 from the Orrstown General Fund Account as soon as the February 2022 Transfer in the amount of $5,775 is completed. Motion carried unanimously. Account to the JVB Debt Service Account for the February 2022 and authorize the transfer of $5,775 from the Orrstown O & M Account to the Orrstown General Fund Account for February 2022. Motion carried unanimously.

March 24, 2022 NBMA Meeting Minutes continued…………………………Page 2

* Kayla Smith moved, seconded by Jacob Zentichko to accept the Water Reports as presented for February 2022. Motion carried unanimously.
* An additional invoice 1/20/22 was presented for payment from Kirby Kitner in the amount of $2,790.00 for repairs to 123 S 2nd Street. Chris Burkholder commented the work was done to rule out if it was us being the cause. It has been happening a lot that we are paying to rule out us being the cause. The burden is on them to prove it is ours. That’s the policy. Kayla Smith commented if the policy is in place then why are we spending money like this. Need to follow our policy. Moving forward we need to follow the policy. We need to get that message out to the public. Kayla Smith moved, seconded by Carl Roush to approve the payment of Invoice dated 1/20/22 from Kirby Kitner for repairs to 123 S 2nd Street from the Orrstown General Fund Account. Motion carried unanimously.
* Tim Seiber reported he held off creating an account for the PennVest grant. Glad he did because after the meeting with PennVest we found out we needed a non-interest bearing account. Automatic transfer paperwork for April & October for USDA payment is done. Just waiting to sign the paperwork from the bank. Tim will make sure Pat gets copies for our records.
* Tim Seiber reported he went to Oliver Township Municipal Authority meeting tonight to see if he could get an update for the overage Capital costs owed to NBMA. Didn’t get a chance to talk to anyone. Kevin Jacobs was going to see if he could get any info.
* Tim Seiber made up an excel spreadsheet for the CSS Project # 2 for everyone.

**Website Update –** Tim Seiber commented he thought we were going to meet with Penny and whomever else regarding the joint website. Penny Frownfelter commented we are waiting for a quote from Blue Denim which the board had received tonight from Kayla Smith. Kayla will forward to Penny. Penny commented the Borough will continue on with what they have. They will put a link on for Water and Sewer. Penny will get in touch with Bonnie and set something up. Tim commented he is away during the day; it would be better if we could meet at night. Penny and Kayla agreed.

**ARPA Grant Submission to Perry County Commissioners**- Nothing new, haven’t received any correspondence regarding the grant.

(Kevin arrived at 7:30 P.M.)

Tim Seiber asked Kevin Jacobs if he had an update on the payment of the overage Capital costs for the new WWTP. Kevin commented they have an issue with paying for the flagpole, the landscaping and the emptying of the Clarigester expense. Oliver said we should have been cleaning out the Clarigester for the past (2) years then the cost would have been a lot less and also the way it was cleaned out (mostly water). Chris Burkholder commented Kline’s had to use a special pump to empty the tank. The pipe on top of the Clarigester was getting sludge. We have the invoices and he is pretty sure they did a percent solids test on each load. Kevin was being told the draw off pipe was not used. Chris commented the second chamber was so thick. Tim Seiber commented it would cost Oliver $33,000 if charged for O & M; it would cost $33,000 for O & M Capacity. The big difference is if Howe has to pay. If Oliver doesn’t pay then it’s hard to make Howe pay. Kevin said NBMA will get a lump sum check minus what they feel they don’t want to pay. Tim asked if Oliver was including the digester bills at $36,398.14. It is $100,856.26 for the Clarigester. Sometimes Oliver changes their minds if they think about it and then they pay. See what happens. Pat is sending out the invoice to OTMA.

**New Business**

**EDDM Mailing** – Just an FYI, the EDDM Mailing will go out tomorrow to the Post Office to be mailed.

**Pollutant Letter –** The Pollutant Letter required by DEP was advertised in the March 23, 2022 edition of the News Sun.

**WWTP Report –** Chris Burkholder reported Bill Miller’s probationary period has been met. He is doing well. He texts when he works or calls. He did help me with the chemicals. It is working out well. When Bill was hired he was hired at $25.00 an hour with a probationary period of (6) months. After the (6) months; if he is working out his pay will go to

March 24, 2022 NBMA Meeting Minutes continued…………………………Page 3

$30.00 an hour per the meeting minutes of August 26, 2022. Carl Roush moved, seconded by Kayla Smith to increase Bill Miller’s pay to $30.00 an hour, probationary period is over, and he is working out well. Motion carried unanimously.

* Chris reported he is trying to straighten out the lawn. Still needs fertilizing. You need a license to fertilize; he contacted (2) companies; neither one can do because they have no license. Chairman Sharar said to call Holley Landscaping. Chris will work on getting prices.

**Solicitor Report –** Adam Britcher was not present tonight. Pat Bowers reported the Board received the first check in the amount of $50.00 for reimbursement for 130 N 6th Street.

* Pat Bowers reported she received a phone call from Mr. Brandt (Ashley Brandt’s father) regarding 60 S 5th Street. He was upset because Sewer did not make the resident next door to his daughter separate when it was sold. Now that property is going into foreclosure and the Water Authority wants to shut off the water for nonpayment which will shut hers off also. Water has nothing to do with us. He wants the sewer to follow the ordinance that requires them to separate. There is no ordinance for water. Tim Seiber commented the policy is we know in the near future that this is going to be separated and waived that separation until the project is done. Shawn Downey asked Chris Burkholder to check the homes on 5th Street to see how the laterals hookup. Make sure we don’t miss separating any houses.
* Letter of confirmation from Adam Britcher for legal services provided for the Penn Vest Grant. Amount not to exceed $15,000.00.

**Engineer’s Report –** Shawn Downey reported Notice of Award was sent to DOLI Construction. Once the contracts are received back from the contractor, Chairman Sharar will sign. All documents requested will get sent to PennVest by March 29, 2022. Letter of fund commitment and bank statement for out of pocket costs must be submitted to PennVest. We have to have all the money needed to do the project. We will have the closing with PennVest on April 19, 2022. We will then authorize the Notice to Proceed at the April 28, 2022 Regular Meeting. Substantial completion will be August 27, 2022 and Final Completion will be September 26, 2022. Shawn would like to set up a preconstruction meeting April 6, 2022 at 10:00 A.M. He has to confirm with DOLI yet. Tim Seiber commented the construction contract is $928,000. We received $867,000 in grant. According to the budget for the project the out of pocket cost would be $61,263 needed to complete the construction and the out of pocket costs for Admin, legal fees, Engineering Fees and contingency would be $231, 000 to total $292,263 total need for out of pocket costs. Tim Seiber commented there should be a moratorium on the Capital Fund to not spend any money out of that account. Shawn Downey commented the letter is saying funds are committed. Timothy Seiber moved, seconded by Carl Roush to do a Letter to PennVest committing funds from the JVB Capital Account and if we need more from the JVB Short Lived Asset Account. Motion carried unanimously. There was a discussion regarding the budget for the project. Tim commented all of the Larson bills probably will take all of the Admin money. Where is the inspection money coming from? Shawn Downey commented the inspection money is already figured into the Engineering costs. Once we get through the PennVest closing; there should be nothing else coming out of that category. Tim said the Solicitor is committed to a $15,000 Budget. Shawn commented there would be $17,000 freed up to go over to Admin. Shawn said Engineering should only be $114,000. Move the $1,000 over to Admin. Tim will update the Budget and will give to Pat for our records. Shawn commented the requisitions are similar to USDA. With PennVest you upload the invoice. Tim will plan accordingly. Tim asked Shawn when the Notice to Proceed is given to DOLI, do you expect a set up invoice pretty quick? Shawn said probably so once they get started. After discussion regarding invoices from the contractor, the board decided to require the contractor to submit the invoice by the 1st Thursday of the month to Larson Design Group for their review. Larson will submit a clean copy of the invoice to the NBMA Board by the 3rd Thursday of the month. The Board will approve the invoice for payment at their Regular scheduled meeting on the 4th Thursday of the month. It was asked if the contractor would be working a (4) day week. Shawn said he did not know for sure. We will find out more at the preconstruction meeting.

**Sewer Module for Lesh Subdivision** – NBMA received a Sewage Facility Planning Module for the Lesh Subdivision, 78 Juniata Parkway East for approval. This property is in Howe Township. Timothy Seiber moved, seconded by Carl Roush to authorize the Chairman, James Sharar to sign the Sewage Facilities Planning Module for the Lesh Subdivision at 78 Juniata Parkway East, Newport Pa. Motion carried unanimously.

March 24, 2022 NBMA Meeting Minutes continued…………………………Page 4

**Approve the 2021 Chapter 94 Report** – Shawn Downey reported the Chapter 94 Report for 2021 has been completed and is ready for approval and submittal. Timothy Seiber moved, seconded by Carl Roush to authorize the Chairman, James Sharar to sign the 2021 Chapter 94 Report for submittal to DEP. Motion carried unanimously.

**CSS Project #2 Contractor Agreement** – Timothy Seiber moved, seconded by Carl Roush to authorize the Chairman, James Sharar to sign the CSS Project # 2 Construction Contract with DOLI Construction. Motion carried unanimously.

Carl Roush moved, seconded by Jacob Zentichko to adjourn the meeting at 8:40 P.M. Motion carried unanimously.

Patricia Bowers

Recording Secretary